

## **Class 3 Retirement Status and Annual Leave Payout in SCEIS Tutorial Script**

### Class 3 Retirement Status and Annual Leave Payout in SCEIS

Welcome to the Class 3 Retirement Status and Annual Leave Payout in SCEIS tutorial. This tutorial will update you on the changes made to the SCEIS system to ensure the correct wage type is selected when paying employees for unused annual leave.

### Class 2 Retirement Members

The South Carolina Public Employee Benefit Authority, or PEBA, defines Class 2 retirement members as "...generally employees who currently have earned service credit in SCRS or a correlated retirement system for a period of service prior to July 1, 2012."

### Class 3 Retirement Members

PEBA defines Class 3 retirement members as "...those members who do not currently have earned service in SCRS or a correlated retirement system for a period of service prior to July 1, 2012."

If a Class 3 employee is to be paid for unused annual leave at separation or movement to a position that is not eligible for leave, the amount for annual leave payout should not be subject to retirement contributions.

### Infotype 0169 - Savings Plans

Effective July 20, 2016, a Class 3 Status field has been added to Infotype one sixty-nine - Savings Plans. A check mark in the Class 3 box indicates the employee is a Class 3 member.

For all current, active employee records in SCEIS, this status field will be updated automatically at the time of implementation based on records provided by PEBA.

Going forward, during the new hire action, this box will be checked automatically. PEBA will validate the accuracy of the Class 3 Status of all new hires daily. Any discrepancies will be resolved by the Comptroller General's Office.

Agencies will not have the ability to change the Class 3 Status field.

Note: The changes being implemented will not be retroactive.

### Infotype 0416 - Time Quota Compensation Subtype Window

During the Separation or Appointment Change action, leave to be paid or forfeited is entered on Infotype four sixteen - Time Quota Compensation.

When the list of subtypes appears in the action, select eleven ten: Annual Leave Payout – Not Subject to Retirement if the employee is a Class 3 member as indicated on Infotype one sixty-nine.

Select ten ten: Annual Leave Payout – Subject to Retirement if the employee is a Class 2 member.

After selecting the correct subtype, continue completing Infotype four sixteen as you have done in the past.

### Infotype 0416 - Time Quota Compensation

Be sure to complete the applicable fields and save the record.

If you select ten ten: Annual Leave Payout Subject to Retirement for a Class 3 employee, you will receive this error message.

You must then select the correct subtype for the Class 3 member.

## Paying Annual Leave in Infotype 0015 - Additional Payments

(No script)

### Infotype 0015 - Additional Payments Subtype Window

For the limited number of agencies that pay unused annual leave on Infotype fifteen – Additional Payments, Wage Type eighteen fifty-one should be selected for Class 3 employees.

Wage Type eighteen fifty should be selected for Class 2 employees.

After selecting the correct Wage Type, continue completing Infotype fifteen as you have done in the past.

### Infotype 0015 - Additional Payments

Be sure to complete the applicable fields and save the record.

If you select Wage Type eighteen fifty-one for a Class 2 employee, you will receive this error message.

You must then select the correct Wage Type for the Class 2 member.

### July 2-16, 2016 Pay Period

If you have created an Infotype four sixteen record to pay unused annual leave during the July 2 through 16, 2016 pay period before these changes have been implemented and the wage type used does not match the Class 3 Status of the employee, a payroll error will be generated and you will be contacted by the Comptroller General's Office to make a correction.

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Thank you for viewing this tutorial. Should you have any questions, please contact the SCEIS Help Desk.